



Alaska Army National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKARNG 14-11**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Readiness NCO	MOS: 92G,92F,91B,91X or 88M	OPEN DATE: 17 March 2014	CLOSE DATE: 01 April 2014
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UNIT OF ACTIVITY/DUTY LOCATION: E CO, 1-207th AVN REGT, JBER AK 99505	GRADE REQUIREMENT: Minimum: E6 Maximum: E7
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SELECTING SUPERVISOR: State Selection Board	PARA/LINE # TBD	PHYSICAL PROFILE: PULHES – 111221
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AREAS OF CONSIDERATION

Zone 1 On-Board AKARN AGR (*Must have held current position for minimum of 18 months*)

Zone 2 Alaska Army National Guard members

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

MAJOR DUTIES MAY INCLUDE

- Advise commander on training, logistics, personnel and unit mobilization readiness requirements
- Ensure unit develops, updates and maintains comprehensive mobilization plans including preparation of units reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post Mobilization Training Support Report, the unit Alert Roster, and the unit Home Station Activities list and ensuring that the unit is POM/POR qualified
- Review and implement mobilization directives and regulations
- Obtain all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1
- Monitor the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues
- Supervise drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters
- Supervise maintenance of the unit training library, and related training equipment and aids
- Establish a direct line of communication with training and mobilization action personnel at higher headquarters
- Supervise development and monitoring of a comprehensive MOS qualification training program
- Advise officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them
- Supervise maintenance of records for the above programs, monitors the progress of officer and enlisted personnel
- Ensure qualification information is provided to the personnel section for personnel records updating
- Attend all unit training assemblies, additional training assemblies, and annual training periods
- Provide assistance and guidance in preparation for and execution of unit training and other mobilization readiness related activities
- Ensure preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit
- Supervise overall operation of the full-time unit support staff
- Responsible for ensuring commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel
- Work directly with the commander in monitoring the recruiting and retention activities of the unit
- Directly involved in maintenance of strength and personnel readiness issues of unit to include employer support and family programs
- Assist the SQN S6 in maintaining all MCS and tactical communications equipment
- Serves as the S6 NCOIC and supervises the development and training of all S6 Soldiers
- Provide Soldiers with the training and assistance necessary for initiating and maintaining tactical communication
- Assist in carrying out the plans and programs established by the chain of command for the accomplishment of the unit's training objectives and missions
- Function as the unit's technical advisor for all training items
- Draft training schedules, yearly training calendars, and other training management items to ensure compliance with directives and publications to higher headquarters
- Maintain the unit training files
- Plan and submit requisitions for training aids and other requirements to support training
- Prepare and submit requests for training areas and ranges
- Attend all unit training assemblies, additional training assemblies and annual training periods providing assistance and guidance in the preparation for the execution of unit training
- Conduct preparatory visits as required to training sites to ensure availability of and procure required training areas, ranges, and training equipment
- Must be or quickly become proficient with Digital Training Management System (DTMS), Defense Travel System (DTS), Interactive Personnel Electronic Records Management System (IPERMS), Army Training Requirements and Resource System (ATRRS), Automated Fund Control Orders System (AFCOS), and Reserve Component Automation System (RCAS)
- Manage the unit individual training evaluation program (ITEP)
- Provide advice and assistance to the first line supervisors for implementation and conduct of Supervised On-The-Job-Training (SOJT) programs
- Assist in preparation of the Commander's Unit Status Report (CUSR) and other training related reports required by higher headquarters
- Assist in identification of resource shortfalls and reporting same to higher headquarters
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE** - **Secret** (eligible to obtain)
- **APTITUDE REQUIREMENT** - Minimum score of 95 in aptitude area EL and 95 in aptitude area SC
- Physical demand rating of moderately heavy
- Normal color vision required
- U.S. citizenship required
- Possess valid driver's license
- Must be able to attend NGPEC Unit Readiness NCO Course within 18 months of assignment

See page 3 for All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior.
Review your application for accuracy and compliance prior to submission to JFHQ-AK/HRO.**

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Personnel Qualification Record (PQR), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted documents are accurate prior to application submittal. This includes but not limited to verification of Duty History, MOS, Service Dates and ensuring overdue requirements are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO determines the criteria and application procedures unique to a specific position. Criteria may vary with each advertised position. However, all positions require eligibility for AKARNG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I submit one package for all?

A: No. Separate packages are required for consideration of each vacancy announcement.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to AR 600-8-19.

Q: May I find out who or how many others applied for the position?

A: No. We will not release this information.

Q: How do I get the documents required for consideration?

A: Your unit S1 will be able to assist you with accessing any documents required for vacancy consideration.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date	Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Complete applications must be received in HRO-AGR office **no later than 1600**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. Personnel Qualification Record (PQR) (CURRENT within 30 days)
3. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) (CURRENT within 30 days)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment ((PHA)within 15 months. *It is important that you print the report, not the webpage screen.)
5. DA Form 705 (APFT) dated May 2010, current within 6 months. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, 1SG, or Commander.
6. CURRENT AGR/Mobility/ADSW orders (If Applicable)
7. Last 3 NCOER's(if Applicable)
8. Copies of all DD Form 214's / NGB 22's showing all prior service
9. Photocopy of valid civilian motor vehicle operator's license. All data must be readable
10. Resume (email address for contact)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 14-11 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 14-11**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

Federal law prohibits the use of government postage for submission of applications.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.